

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Executive Committee Meeting

February 7, 2008

Members Present: Steve Kitchin, Paul Harden, Paul Ouellette, Joe Cannon, Pat Talin, Mike Cassidy

Members Absent: Ernie Vergano

Staff Present: Dottie Miller, Nick Ucci, Patrice Cavanaugh

Guest: Donna Treglia (SWIO)

With a quorum present, Chair S. Kitchin called the meeting to order at 9:51 a.m. and asked the members to review the minutes of the January 8, 2008 Executive Committee meeting.

A motion was entered to approve the January 8, 2008 Executive Committee Meeting minutes

VOTE: Pat Talin moved to approve, Paul Ouellette seconded. All approved. The motion carried.

CHAIRMAN'S REPORT

Chairman Kitchin informed the committee members that an RFP for Legal Services was being developed. He explained that the DLT legal counsel had been helpful, and added that the reason for securing legal services was that the Board and its members would benefit from

unbiased legal counsel.

Chairman Kitchin then announced to the committee that Mike Cassidy had agreed to Chair the Quality Assurance Committee. Chairman Kitchin thanked Mr. Cassidy for his commitment to the Quality Assurance Committee, as well as the Executive Committee, and he also thanked Mr. Cassidy's superior, the Mayor of Pawtucket.

Chairman Kitchin directed the committee members' attention to the RI Ethics Commission Code of Ethics information in their meeting packets. He explained that due to a scheduling conflict the Ethics Commission would not be able to provide training to the Board until May. However, he informed the committee that legal council for the Department of Labor and Training was scheduled to speak about conflict of interest and the recusal process at the next Board meeting.

DIRECTOR'S REPORT

Dottie Miller informed the committee that due to illness Fiscal Manager Janice Lepizzera was unable to meet with Kahn, Litwin and Renza & Company (KLR), and that the Audit Report for fiscal years 2005 and 2006 would be prepared for review at the March 4th Executive Committee meeting.

Ms. Miller provided a brief overview of the RFP for Legal Services, stating that the RFP requested legal representation at all board

meetings. She explained that the document requested bidders to include a flat rate for attending monthly board meetings and an hourly rate for services performed on an as-needed basis. Dottie reviewed the procurement schedule with the committee and stated that she would forward copies of submitted proposals to committee members for their review as they were received. Paul Harden suggested changing the language in Section 2.2 (e) to clarify the request for a Flat Fee for Board meetings as a separate request from the hourly rate for other services.

A motion was entered to authorize issuing the RFP with revised language in Section 2.2 (e).

VOTE: Mike Cassidy moved to approved, Pat Talin seconded. All approved. The motion carried.

Dottie Miller informed the committee that the plans for the NAWB Conference had been completed and that she expected the conference to be beneficial. She explained that the WPGRI Board would be represented by Chairman Steve Kitchin and member Paul Harden, and that Nick Ucci and herself would represent staff.

Nick Ucci reported that a 2% rescission, totaling \$57,246, would impact FY08 WIA Adult and Dislocated Worker funds. He added that he expected to receive notification of additional rescissions sometime in mid-February that would likely impact PY07 and PY08

allocations. Nick explained that once that information was received, he would develop a revised budget and service level plan to present to the Strategic Development and Executive Committees.

Nick Ucci directed committee members to the draft memo from Dottie Miller that was included in their packet. He stated that the memo was written as a draft policy to change the maximum funding cap for Individual Training Accounts (ITA) to \$4,000.00. He explained that the policy was endorsed by the Strategic Development Committee at their January 18, 2008 meeting and also supported by the Providence/Cranston LWIB. If the Board adopted this policy, it would be effective February 15, 2008.

Dottie Miller informed the committee that WPGRI and Workforce Solutions of Providence/Cranston have been working to together to develop an Adult Workforce Development System that would meet the training needs of both the business community and individuals. She explained that the Industry Skill Development Initiative Concept Paper was included in the meeting folders. She added that the initiative was designed to align training with the demands of RI's high-growth, high-wage industry sectors.

COMMITTEE REPORTS

YOUTH COUNCIL

Chairman Joe Cannon called attention to several newspaper articles

that highlighted some of the WPGRI- funded Youth Programs. Chairman Cannon asked Dottie Miller to update the committee on the PY08 RFP process. Dottie Miller reported that the January Youth Council meeting was cancelled due to scheduling conflicts, and that the Youth Council would make their recommendations for PY08 Youth Programs at the March meeting. Dottie also informed the committee that Chairman Canon would meet with the Youth Council chairs of Workforce Solutions of Providence/Cranston in two weeks to share ideas and build a common dialogue.

Board Development

Chairman Paul Ouellette reported on the orientation for new Board members and stated that it had been very successful. He added that a few revisions would be necessary to some parts of the presentation in the future.

Strategic Development

Chairman Paul Harden referred to the draft policy notice that had been written requesting an increase in the funding cap for Individual Training Accounts (ITAs) from \$3,500 to \$4,000, effective February 15, 2008. Chairman Harden explained that the policy had been developed with Providence/Cranston and would be effective statewide. He explained that the committee had supported the change based on evidence that the lower amount had prevented applicants from accessing training.

A motion was entered to approve increasing the ITA cap from \$3,500 to \$4,000 effective February 15, 2008.

VOTE: Pat Talin moved to approve, Mike Cassidy seconded. All approved. The motion carried.

Chairman Paul Harden continued his report and described a proposal to broaden the Board's definition of in-demand occupations. He asked Nick Ucci to present the policy. Nick explained that the language included within the Board's Two-Year WIA plan outlining in-demand occupations was limited and that it did not encompass the full-range of growth occupations in the local labor market. He noted that the proposed change would create a three-tiered structure definition of in-demand occupations, to include the top fifty growth occupations as identified by RIDLT; occupations with above-average rates of growth; and a third tier that would allow the Board to recognize "niche" occupations in the state's economy. Nick added that the policy had been developed in conjunction with SWIO and WSPC staff. He stated that the hope was that an expanded list would help attract new training providers and/or training programs and give the Board added flexibility to address changes in the local economy. He explained that, if approved, both this policy and the ITA cap policy would be included in a future modification to the Board's Two-Year WIA Plan.

A motion was made to approve the In-Demand Occupations proposal.

VOTE: Pat Talin motioned to approve, Mike Cassidy seconded. All approved. The motion carried

Quality Assurance

Chairman Mike Cassidy reported that since becoming chair of this committee, he had met with Dottie Miller and Nick Ucci to plan and schedule a meeting of the committee for February 27, 2008.

Following the completion of Committee reports, a motion was made to convene the Executive Committee in an executive session under RIGL 42-46-5(a)(1) to review job-related performance of staff employees.

VOTE: Pat Talin moved to approve, Mike Cassidy seconded. All approved. The motion carried.

At 10:45 a.m., the committee moved to executive session and convened in open session at 11:07 a.m.

Chairman Kitchin noted the reason for a closed session was to review the job performance of the Acting Executive Director and the Acting Coordinator.

The committee reviewed and approved the agenda for the February

12th Board Meeting.

With no other business to discuss, Chairman Kitchen asked for a motion to adjourn.

VOTE: Paul Ouellette moved to adjourn, Pat Talin seconded. All approved. The motion carried.

The meeting adjourned at 11:15 a.m.

**Respectfully submitted,
Patrice Cavanaugh**